



Verification	Originator	Approved	Issued
Initials	CMB	ST	ST
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TITLE: COFL-FF-EP-4.4.6-2 SOP12 Refrigerant

System: Refrigerant	Procedure No. : SOP 12
Subsystem: Training	Page No. : Page 1 of 3
Person Responsible: Program Manager	Revision No. :
	Revision Date :

1. Definitions

- CFC- Chloroflourocarbons
- HCFC- Hydrochloroflourocarbon
- HFC- Hydroflourocarbon
- Ozone Layer- An atmospheric layer of the Earth that absorbs ultraviolet radiation from the sun and serves to maintain the temperature of the atmosphere

2. Purpose:

This SOP has been developed to promote safe work and responsible environmental practices related to the use of refrigerants and to provide for the proper management, including compliance with regulations and reducing the potential for negative environmental impacts.

3. Scope:

- This procedure applies to employees and contractors that conduct air conditioning service and repairs of motor vehicles and/or facilities.

4. Responsibility:

- The **Program Manager** shall ensure that employees and contractors responsible for the service and repairs to air conditioning systems of motor vehicles are properly trained.
- The **Facility Manager** shall ensure that employees and contractors responsible for the service and repairs to air conditioning systems of facilities are properly trained.



- c. Adherence to these written procedures will be the responsibility of City employees and contractors, responsible for the service and repairs to air conditioning systems of motor vehicles and/or facilities.
- d. This includes related maintenance of record keeping.

5. **Procedure/process:**

- a. EPA-approved certification is required for any person who may perform service, maintenance, repair, or recovery work on refrigerant-containing equipment. Technicians and contractor technicians may service only equipment for which they are certified.
- b. MSDS/SDS must be readily available and current.
- c. Store and label containers upright and secured.
- d. Post signage such as "Inhalation Hazard" near storage sites.

6. **Training/Education**

- a. The US Environmental Protection Agency (EPA) has established a technician certification program for technicians who perform maintenance, repair, or disposal that could be reasonably expected to release refrigerants into the atmosphere. Technicians are required to pass an US EPA-approved test given by an US EPA-approved certifying organization to become certified under the program.
- b. Employees and contractors working on equipment which can reasonably be expected to contain refrigerants will attend training and certification through an EPA approved technician certification program before working with this type of equipment; and must review and fully understand this SOP.
- c. This SOP is reviewed with employees and contractors working on equipment which can reasonably be expected to contain refrigerants, and documented in the employee training log.

7. **Consequences**

Failure to comply with this SOP may:

- Result in fines for non-compliance to environmental laws and regulation relative to the discharge of hazardous waste.
- Violate COFL policy.



RECORDS

Record	Where Filed	Responsible Individual	Indexing Method	Minimum Retention Time

REVISION LOG

Revision No.	Revision Date	Description of Change(s)

AUTHORIZATION

Name	Title	Date